



Version 10-30-14

**New Mexico Environment Department
Air Quality Bureau
Compliance and Enforcement Section
525 Camino de los Marquez, Suite 1
Santa Fe, NM 87505
Phone (505) 476-4300
Fax (505) 476-4375**

**RECORDS REQUEST FORM**

GENERAL FACILITY INFORMATION				
Company Name:	Matador Production Company		Facility Name:	Janie Conner Facility
Physical Location:	The facility is 1.24 miles east of Malaga, New Mexico. 32.221981, -104.050783		Inspection Date(s):	17Apr2019
Facility Contact:	Casey Snow, Manager EH&S Phone: 972-371-5439 Email: csnow@matadorresources.com		Inspector:	Journey R. Nolan (NMED-AQB)
AI#	AIRS#	NSR# (or other Minor)	Title V#	Acid Rain #
38395	35-015-1987	GCP-O&G 7929	N/A	N/A

REQUESTED DOCUMENTS:

Please provide the records listed below for the past two years (unless otherwise specified). Please provide records in electronic format where feasible (scanned to a CD). Inspector will provide a CD if necessary.

For records stored in electronic data format (i.e.; CEMS data stored in a data acquisition and handling system), please export data to a Microsoft Excel spreadsheet or text file.

No.	Title of Document Group	Date range of document group		Date Received (mm/dd/yy)	Date reviewed (mm/dd/yy)	Location of review
		Start Date (mm/dd/yy)	End Date (mm/dd/yy)			
1.	Emission records required per the GCP-Oil and Gas Permit #7929 Condition A106.C.	19Jul2018	17Apr2019			
2.	Malfunction emission records required per the GCP-Oil and Gas Permit #7929 Condition A107.D, if applicable.	19Jul2018	17Apr2019			
3.	SSM emission records required per the GCP-Oil and Gas Permit #7929 Condition A107.E.	19Jul2018	17Apr2019			

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4.	The current purchase contract, tariff sheet, or transportation contract for the gaseous or liquid fuel, or fuel gas analysis per GCP-Oil and Gas Permit #7929 Condition A110.A.	19Jul2018	17Apr2019			
5.	Records of any visible emissions observed required per the GCP-Oil and Gas Permit #7929 Condition A111.A and NMAC 20.2.61, if applicable.	19Jul2018	17Apr2019			
6.	The annual gas analysis per the GCP-Oil and Gas Permit #7929 Condition A201.A.	19Jul2018	17Apr2019			
7.	Maintenance and repair activities required per the GCP-Oil and Gas Permit #7929 Condition A202.B.	19Jul2018	17Apr2019			
8.	Manufacturer's or permittee's recommended maintenance schedule required per the GCP-Oil and Gas Permit #7929 Condition A202.B.	19Jul2018	17Apr2019			
9.	Full initial compliance test reports required per the GCP-Oil and Gas Permit #7929 Condition A202.C.	19Jul2013*	17Apr2019			
10.	Full periodic test reports required per the GCP-Oil and Gas Permit #7929 Condition A202.D. If applicable annual or 3-year testing has not occurred, notate and the tentative test date (month and year) for each engine for LINE # 21 of this form.	19Jul2018	17Apr2019			
11.	Monitoring records and monthly totals of hydrocarbon liquids and separator pressure required per the GCP-Oil and Gas Permit #7929 Condition A205.A.	19Jul2018	17Apr2019			
12.	Tank control device inspection results, maintenance, and/or repair records required per the GCP-Oil and Gas Permit #7929 Condition A205.B.	19Jul2018	17Apr2019			
13.	Monthly truck loadout volume records required per the GCP-Oil and Gas Permit #7929 Condition A206.A.	19Jul2018	17Apr2019			

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14.	Truck loading control device inspection results, maintenance, and/or repair records required per the GCP-Oil and Gas Permit #7929 Condition A206.B.	19Jul2018	17Apr2019			
15.	Truck loading vapor balance system inspection results, maintenance, and/or repair records required per the GCP-Oil and Gas Permit #7929 Condition A206.C.	19Jul2018	17Apr2019			
16.	Flare's pilot flame, visible emissions, and operational records required per the GCP-Oil and Gas Permit #7929 Condition A207.B.	19Jul2018	17Apr2019			
17.	Vapor recovery unit inspection results, maintenance, and/or repair records required per the GCP-Oil and Gas Permit #7929 Condition A209.	19Jul2018	17Apr2019			
18.	Proof of submission of full stack test reports required per the GCP-Oil and Gas Permit #7929 Condition B105.A, if applicable.	19Jul2018	17Apr2019			
19.	Proof of submission of full excess emission reports required per the GCP-Oil and Gas Permit #7929 Condition B105.B, if applicable.	19Jul2018	17Apr2019			
20.	The SSM work practice plan required per the GCP-Oil and Gas Permit #7929 Condition B107.B.	19Jul2018	17Apr2019			
21.	Tentative test dates, for applicable equipment, as defined per the GCP-Oil and Gas Permit #7929 Condition B108.F if provided on LINE #10 of this form.	19Jul2018	17Apr2019			
22.	Complete records required per the GCP-Oil and Gas Permit #7929 Condition B116 Short Term Engine Replacement, if applicable.	19Jul2018	17Apr2019			
23.	Statement containing actual construction and operation dates of equipment reported in the application for the GCP-Oil and Gas Permit # 7929 for review of Condition A100 per the GCP-Oil and Gas Permit and any official notification presented to NMED AQB of construction and operation per the GCP-Oil and Gas Permit #7929 B110.B.	-	-			

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24.	Complete records required 40 CFR 60 Subpart JJJJ §60.4245(a) for each engine.	19Jul2018	17Apr2019			
25.	Complete records required 40 CFR 60 Subpart JJJJ §60.4245(c) for each engine, if applicable. (only for non-certified engines) and 60.4243(b)(2)	19Jul2018	17Apr2019			
26.	Complete records required 40 CFR 60 Subpart JJJJ §60.4245(d) for each engine, if applicable. (if not certified)	Any time before	17Apr2019			
27.	Fugitive emissions monitoring plan(s), applicable maintenance records, as required 40 CFR 60 Subpart OOOOa §60.5397a.	19Jul2018	17Apr2019			
28.	Expected date of annual report submission required per 40 CFR 60 Subpart OOOOa §60.5420a.	-	-			
29.	A statement estimating the date of submission of permit revision for noted facility modifications and either a copy of the posted notification present on the entry signage at the time of the inspection (17Apr2019) representing construction of additional equipment OR a statement of all additional modifications (e.g. equipment, direct piping, installation of continuous monitoring system) performed to the site represented in the submitted application for the GCP-Oil and Gas Permit #7929 issued on 19Jul2018.	-	-			
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NMED AIR QUALITY BUREAU

RECORDS REQUEST FORM

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Inspector Comments (if required):

- This Records Request Form was prepared and delivered post-inspection.
- The FCE occurred on 17Apr2019 and the records requested on 29Apr2019.
- Requested records must be delivered electronically within 5 business days following delivery of this request form; electronic copies on thumb drives, CD, or other media may be mailed to NMED Air Quality Bureau (AQB) upon written/email approval by AQB Staff.
- Any records not received after 06May2019 will be assumed to be nonexistent unless alternative delivery arrangements are agreed upon by the Company/Facility representative(s) and NMED AQB Staff.

The documents requested shall be provided to the Air Quality Bureau representative while onsite. If this is not feasible, the documents shall be postmarked by no later than the deadlines listed below:

- Electronic Records: No later than the end of the next business day after receipt of this request.
- Hard Copy Records: No later than the end of the third business day after receipt of this request.

Records that are not postmarked by the deadlines above will not be accepted by the Air Quality Bureau.

I certify that I have received the document request above from the Air Quality Inspector. I understand that the records must be postmarked by the deadlines indicated above. I also understand that records that are not postmarked by the deadlines above will not be accepted by the Air Quality Bureau.

Facility Representative: MATADOR PRODUCTION COMPANY
 Signature: [Signature]
 Date: 4-30-19
 Time: 12:00 PM

I certify that I have provided the document request above to the Facility Representative:

Inspector: Journey R. Nolan
 Signature: [Signature]
 Date: 30 Apr 2019
 Time: 1453 ①

I certify that I have provided the documents in the table above to the Air Quality Inspector:

Facility Representative: _____
 Signature: _____
 Date: _____
 Time: _____

I certify that I have received/reviewed the documents in the table above provided by the Facility Representative:

Inspector: _____
 Signature: _____
 Date: _____
 Time: _____

① Email from facility representative for receipt received on 30Apr2019 as attached. on 30Apr2019

0030400206

Thank you,
-Journey

[mir@mirsource.com](mailto:mailto:mir@mirsource.com)



EXERCISE 11

Please note the following action items and deadlines:

- Please sign the acknowledgment of receipt of the Records Request form on page 6 and email the signed page within 1 business day (i.e. prior to 01May2019).
- All line items must be received and/or addressed. If a line item is not applicable, please provide a statement with sufficient detail on why the request is not applicable.

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- The deadline for submission of electronic records to ABQ Staff was extended from 1 business day to 5 business days (i.e. no later than 06/May/2019) as declared within the "Inspectors Comments" section on page 6 of the attached Records Request Form.

Thank you,
-Journey

Journey R. Nolan, MS
Environmental Scientist & Specialist
Inspector (EIS-O), Compliance and Enforcement
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<https://www.epa.gov/air-quality/>

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